

Job Opportunity State Controller's Office



Applications will be screened and only the most qualified will be interviewed. Please call 916-323-3055 to request reasonable accommodations. Voice/CRS Relay (711)

Position: Payroll Specialist
Position #: 051-220-1311-056
Salary Range: \$2602-\$4067
Issue Date: October 14, 2008
Contact: Alma Rodriguez
(916) 323-4921
Location: Personnel/Payroll
Services Division
300 Capitol Mall
Sacramento, CA 95814
**Final Filing
Date:** Statewide
October 27, 2008

If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further. The Office of the State Controller (SCO) is in the process of moving in the direction of becoming the destination employer within the State of California.

Scope of the Position: (Candidates must perform the following functions with or without reasonable accommodations.)

Under general supervision of a Payroll Operations Supervisor, is responsible for auditing and processing payroll documentation in compliance with established State and Federal laws, rules, policies, procedures and collective bargaining contract provisions. This is the trainee through advanced journey level of the Payroll Specialist series. Incumbents are assigned progressively more complex and difficult duties as they gain experience and training.

Specific duties include but will not be limited to the following:

Duties and Responsibilities: (Candidates must perform the following functions with or without reasonable accommodations)

- Audits and processes a wide variety of disability payroll transactions necessary to update files and histories and generate daily payrolls and supplemental master payrolls.
- Utilizes PC software and respective applications to create payroll transactions and to research references on the LAN and the Internet.
- Determines and selects the correct payroll application, maintains specific files, updates and deletes files as necessary, uploads files to the mainframe and requests specific files be extracted for overnight processing.
- Audits, researches and resolves computer generated error messages regarding adjustments and position actions.
- May act as payroll telephone liaison to Civil Service and California State Universities by responding to a variety of inquiries. Researches and resolves inquiries and problems regarding disability payroll documentation and procedures. May provide instructions to clients regarding corrective action as a result of the audit process.

Desirable Qualifications:

- Ability to follow directions.
- Excellent customer service and interpersonal skills.
- Punctual and dependable.
- Flexible; ability to adjust to priority changes and meet deadlines.
- Ability to apply State and Federal laws, rules, policies, procedures and Collective bargaining contracts.
- Possess PC skills, including Word and Excel.

Applications:

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/Surplus candidates will be given priority.

All hires will be subject to a background check.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit a Std.678 State Application and Resume to:

State Controller's Office
Personnel/Payroll Services Division
ATTN: Alma Rodriguez
300 Capitol Mall, 9th floor
Sacramento, CA 95814